



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

RICHARD J. CODEY
Acting Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 1

24 January 2005

TRAINING ON VIDEO TELECONFERENCE (VTC) SYSTEMS

1. This Bulletin applies to all individuals, offices and agencies within the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding training in the use of state Video Teleconferencing and Visual Information equipment currently installed in DMAVA facilities.
2. The video teleconferencing network and visual information facilities are for primary use by The Adjutant General, Senior Leadership, State Active Duty (SAD) operations, Homeland Security operations, and state offices and employees within the Department of Military and Veterans Affairs. Federal employees who are required to brief at the DMAVA HQ complex will have access to these systems. If you are a federal office or employee and your primary interaction is with the National Guard Bureau, Army National Guard or other Federal agency, please contact CPT Christine Mills at (609) 562-0615 for availability of federal VTC resources and training.
3. Training on DMAVA video teleconferencing (VTC) systems and visual information equipment located at the Lawrenceville DMAVA headquarters building in Conference Rooms A and D will be conducted monthly for the remainder of CY05 through June (See Enclosure 1). The Video Teleconferencing system in Conference Room A is representative of the type of VTC systems and Visual Information equipment in the DMAVA Executive Conference Room; Brigadier General William C. Doyle Cemetery; Menlo Park, Paramus and Vineland VMH Conference Rooms and the HSCOE facility Command Conference Room, Conference Room H, Future Operations room and Current Operations room. The VTC system in Conference Room D is representative of the type of VTC systems in the Atlantic City Armory, Fort Dix - Conference Room A, the Sea Girt NGTC conference room and the Somerset Armory.
4. Training will include instruction on how to plan, set-up, and conduct a video teleconference, how to use the Crestron control units, how to project PowerPoint and other presentations to plasma screens and overhead projectors, and how to map a DVD or videotape presentation to the display screens. Sample training outlines are attached to this bulletin (See Enclosure 2).

5. Assistant Commissioner, Division Directors, Superintendents, and separate office managers are required to approve all VTC requests for training. Individuals desiring training in the operations of Department video teleconferencing systems and visual information equipment must submit a Request for VTC Training form (See Enclosure 3) to the DMAVA Video Teleconferencing Manager, Mrs. Elizabeth Hutchison at least one week in advance of the scheduled training date. Seating is limited for instructional purposes and all requests will be handled on a first-come, first-served basis.
6. Procedures to request training of federal employees are the same as above and must be approved by the appropriate J-Staff member.
7. Questions or inquiries concerning this bulletin should be addressed to the Department Video Teleconferencing Manager, Mrs. Elizabeth Hutchison at (609) 530-7137 or email Elizabeth.Hutchison@njdmava.state.nj.us

OFFICIAL:



DAVID S. SNEDEKER
CPT (RET), OD, NJARNG
Acting Chief Financial and Information Officer
Acting Director, F/IASD

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A1, E, F

3 Encls:

1. 2005 VTC Training Schedule
2. Conference Room A Training Outline / Conference Room D Training Outline
3. Request for Video Teleconference Training

2005 VTC Training Schedule through June

Month	Conference Room A	Conference Room D
February	16	24
March	16	24
April	20	28
May	18	26
June	15	23

All sessions will begin at 0900

VTC Training Outline – Conf Room A

VTC Instructions

- Turning System On

- Remote Locations

- Initiating a Call

- Phone Book

- Quad Display

- Turning System Off

Projecting PowerPoint and Other Applications to the Zydacron Screen

- Using Conference Table Laptop Computer

- Mapping to Plasma Screen(s)

Smart Board™

- Interactive Whiteboard Basics

- Orienting the Interactive Whiteboard

- Capturing and Sharing Information

Polycom

Tandberg Multicast Unit (MCU) Instruction

- Getting into the MCU

- Making a Conference Call

- Using the Phone Book

- Configuring a Conference

Playing a Videotape or DVD

- Plasma Screen Mapping

- DVD Player

- VCR

Contact Information

VTC Training Outline – Conf Room D

VTC Instructions

- General Startup

- Logon

- Setup

- Initiating a Call

- Phone Book

- No Audio

- Shutting Down

Projecting PowerPoint and Other Applications to the Zydacron Screen

- Using External Laptop Computer

- Using Internal Computer in Cabinet

Polycom

Smart Board™

- Interactive Whiteboard Basics

- Orienting the Interactive Whiteboard

- Capturing and Sharing Information

Tandberg Multicast Unit (MCU) Instruction

- Getting into the MCU

- Making a Conference Call

- Using the Phone Book

- Configuring a Conference

Playing a Videotape

- Monitor

- Software

- VCR

Contact Information

**STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS
VTC/VI TRAINING
F/IASD**

TRAINING REGISTRATION FORM

(Please use a separate form for each date or location)

Name: _____ Social Security # _____

Unit/Directorate/Section _____

E-Mail Address _____

Work Phone: _____ Home Phone _____

Type Of Employee (Admin Support, Professional, Management) _____

State Employee ☐

AGR or Federal Technician ☐

Previous VTC/VI training: _____

Windows Familiarity (Check One): ☐ Beginner ☐ Intermediate ☐ Advanced

Date Requested: _____

Check desired training location below:

☐ VTC/VI TRAINING IN CONFERENCE ROOM A

☐ VTC/VI TRAINING IN CONFERENCE ROOM D

Trainee Signature

Once this registration is confirmed, I will notify Customer Support (609-530-7177) in advance of any changes in my schedule. This notification will be followed up in writing with the reasons for the change within five days.

Date

Signature

SUPERVISOR'S APPROVAL

I approve of this course registration request.

Supervisor's Name (Please print or type)

Supervisor's Signature

Supervisor's Telephone Number

DIRECTOR'S APPROVAL

I approve of this course registration request.

Director's Name (Please print or type)

Director's Signature

Director's Telephone Number

Copies of this form are available for download in MS Word electronic format on the DMAVA Website at <http://www.nj.gov/military/publications/forms.html>. Hard copies are available by request at 609-530-7137.